

**DIRECTOR'S MONTHLY STUDENT MEMBERSHIP/ATTENDANCE REPORT
BY SCHOOL AND DISTRICT**

- **Date Beginning** - The first school day's date for the reporting period.
- **Date Ending** - The last school day's date for the reporting period.
- **Number of Days in Session** - The number of instructional days for the current reporting period.
Note: Every monthly report should be 20 days in length with the exception of the ninth month which can be less if a district is stockpiling or making up days by extending the school day.
- This report includes only grades Kindergarten through grade 12; **do not include Pre-Kindergarten** on this report.
- **Grade ' N' – Non-graded students in Special Education Options 7, 8, 9** must be reported on separate line. (Do not count Pre-Kindergarten Students)
- **Net Enrollment to Date** - The sum of original students who were enrolled after the last day of the previous school year and students entering for the first time in this school year or who transferred from another state. **E + E1 = Net Enrollment** (please refer to the Attendance Accounting Manual for definitions of the enrollment codes).
- **End of Month Membership** - The number of pupils actually on the roll on the last day of an accounting period. This is the Total Enrollment (E + E1 + TR) minus those students who have withdrawn plus students who have previously withdrawn but have returned.
Total Enrollment - W (withdrawn) + R (Returned) = Total Membership
- **Partial Student ADA**
The calculation of ADA is unchanged *except in the case of partial students*. ADA must be equal to or less than ADM for partial students. In no case can ADA be greater than ADM.*
- **Partial Student ADM**
If a student is scheduled to attend school, or a school-based program such as Co-op (up to 2 hours) for only a portion of the school day, the student's ADM must reflect only the portion of day enrolled (ADM) in school. For example, if a student is enrolled to attend only half of the school day, their ADM would be 0.5000.*
- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

* Refer to Business Rules for ADM and ADA inactive student considerations.

DIRECTOR'S MONTHLY MEMBERSHIP/ATTENDANCE REPORT

School District _____ District No. |__| |__| |__|
 School Name _____ School Number _____
 Date _____ Month of School _____
 Prepared By _____ Phone () _____ - _____ Date Beginning ____/____/____ Date Ending ____/____/____ No. of Days In Session _____

Grade	Net Enrollment to Date			End of Month Membership	Average Daily Attendance	Average Daily Membership
	Male	Female	TOTAL			
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
K-12						
N*						
TOTAL K-12, N						

*Grade 'N' = Special Education children in Comprehensive Development Classes - Options 7, 8, and 9 must be reported on this line.